

# Langlois Public Library District

## Virtual Special Board Meeting

Wednesday, April 22, 2020 at 6:30 PM  
Using your computer or phone and ZOOM!



Call the library for instructions  
M-F, 1-5, 541-348-2066

### Agenda

Call to Order

Approval of Minutes

Agenda approval

Director's Report:

Financial Report

Policy

Old Business

- Grants - last year & this year
- Fundraising & Friends
- Heat pump
- Budget committee: members, meeting notices
- Current & future staffing

New Business

Action Items/Assignments

Public Comment\*

Adjournment

Next regular Board meeting, Wednesday, May 13, 2020 following 6:30 PM budget meeting – physical or virtual location to be determined.

\*The Public may be able to present oral or written testimony to Board. The Chair will set time allotted based upon number of speakers. *"The right of public attendance guaranteed by Oregon Public Meeting Law does not include the right to participate by public testimony or comment."* ORS 192.620(1)  
Meetings are open to the public except for closed meetings specifically authorized.

Langlois Library Board Minutes  
Regular Meeting 4/22/2020

Meeting called to order at 6:34 pm

Present: Jo Rieber, Susan Orbom, Deanna McDermott, Carol Waxham, Sandie McDonald, Denise Willms, Cecil Ashdown (Bookkeeper)

Visitors: Paulianne Balch-Rancourt, Eric Orbom, Janet Hubel, Bob Morrow, Sylvia Ernst, Catherine Kadlubowski

Minutes of March 11th, 2020 were discussed. J. Rieber noticed a typo in the Director's report. J. Rieber made a motion to accept the minutes as amended, C. Waxham seconded the motion, unanimous.

Agenda:

No changes

D. Willms provided the Director's report. Courier service between Curry and Coos is starting up again with some of the Coos libraries. When and how to reopen for patrons is the major topic of discussion in the Director's group and at the State Library. D. Willms will keep the Board informed before moving forward with opening. Masks and gloves were discussed.

Financial reports were discussed. D. Willms explained the numbers and the negative number shortfall at the beginning of the fiscal year. The budget is now on track to end with the appropriate balance.

Policy:

D. Willms brought the Port Orford child policy for discussion. The Board will revisit the child policy as it is developed. The Board asked D. Willms to bring the Port Orford patron policy for discussion. C. Waxham and D. Willms will modify and adapt these policies for Langlois use.

## Grants:

D. Willms will check on E-Rate reimbursements. SDAO safety grant is in and D. Willms and J. Rieber will get together to purchase the security camera equipment. The Ford Family Foundation Grant was discussed. The Port Orford Ambulance grant was discussed.

J. Rieber discussed her research on the Heat Pumps. Two bids were received and two different systems were compared. After discussion S. Orbom polled the Board in regards to their choice of Heat pump. The Board unanimously agreed on the Mitsubishi brand. S. Orbom moved to have D. Willms make arrangements for the Mitsubishi heat pump equipment to be installed contingent on getting financing from the Friends and the ability of the library to put in \$2,000.00 if not fully funded by the Friends. J. Rieber seconded the motion, unanimous.

Budget Committee members were discussed. The Budget committee will consist of Bob Morrow, Catherine Kadlubowski, Anne Guerin, Janet Hubel, Gail Nordstrom, and the 5 Library Board members. The meeting will take place on May 13th at 6:30pm and be followed by a regular Board meeting.

Meeting adjourned 8:30 pm

Respectfully submitted  
Denise Willms

Next meeting May 13th, 2020 following the Budget Committee meeting  
langloislibrary@gmail.com

Langlois Public Library  
Directors Report  
4/15/2020

I would like to commend our two employees, who have shown great composure during this time of pandemic. They have gone above and beyond to provide service to the community and have maintained a positive outlook during all of the rapid fire changes that have been happening.

The library was able to maintain curbside service until positive cases were identified in Curry County. At that time we were forced to stop curbside service and are currently looking at ways to provide no contact service. The library is following all recommendations put forth by the CDC and the OHA. We will resume curbside as soon as it is feasible to do so.

The budget is being worked on and will be ready to present to the committee. With the direction of the Governor's office we are now prepared to hold public meetings and still meet the requirements of the Stay Home order.

Both staff members are working on inventory and we will be having a training meeting so that they can learn basic attachment cataloging to help with the backlog of items that need to be put in the catalog.

Denise Willms

LANGLOIS PUBLIC LIBRARY

STATISTICAL REPORT

FEBRUARY 2020

	March 2020		February 2020		January 2020	
<b>Total hours open</b>	144		144		156	
<b>CIRCULATION</b>						
Regular Adult	175		767		635	
Library2Go e-books	40		12		21	
<b>Total Adult Books</b>	<b>215</b>		<b>779</b>		<b>656</b>	
YA/Juvenile	9		40		44	
Children's	47		67		41	
<b>Total Juvenile Books</b>	<b>56</b>		<b>107</b>		<b>81</b>	
<b>TOTAL BOOKS</b>	<b>271</b>		<b>886</b>		<b>737</b>	
Adult audio/visual	682		834		965	
Library2Go audio	33		16		13	
Juvenile audio/visual	31		28		14	
Magazines	14		34		38	
<b>TOTAL NON-BOOKS</b>	<b>760</b>		<b>912</b>		<b>1030</b>	
<b>TOTAL ALL MATERIALS</b>	<b>1031</b>		<b>1798</b>		<b>1767</b>	
<b>Holdings</b>	210		230		109	
<b>INTERNET USERS</b>						
Library public access computers	52		58		95	
Wireless computers						
<b>TOTAL INTERNET USERS</b>						
<b>ATTENDANCE</b>	Adults	Kids	Adults	Kids	Adults	Kids
Library attendance	287	52	471	20	524	18
Meeting/Class attendance	24	0	29	0	0	0
Adult Program attendance	0	0	0	0	60	0
Kids Program attendance	0	0	0	0	0	0
<b>TOTAL ATTENDANCE</b>	<b>311</b>	<b>52</b>	<b>500</b>	<b>20</b>	<b>584</b>	<b>18</b>
<b>Total Combined Attendance</b>	<b>363</b>		<b>520</b>		<b>602</b>	

There were 15 curbside pickups in March after we closed the doors due to the pandemic